



## HOPI YOUTH WELLNESS COURT

### COUNSELOR

**INTRODUCTION:** This position is responsible for providing direct professional assessment and counseling services to adolescents and their families participating in the Hopi Youth Wellness Court (HYWC). The incumbent performs duties of considerable difficulty and complexity requiring comprehensive knowledge of the principles, methods and practices in the psychotherapy and excellent client case management skills.

**DUTIES:** (The following examples of duties are intended to be illustrative only and are not intended to be all inclusive or restrictive)

1. Assists with and in some cases conducts bio-psychosocial assessments and therapy for adolescents, parents/guardians and their families experiencing psychological and behavioral illness or problems caused by stress, trauma, physical/verbal abuse, substance abuse, family dysfunction, etc.; develops and implements treatment plans, collateral services, monitoring home visits and providing related counseling services on an individual or group basis.
2. Responsible for initial screening and assessment of adolescents and adults as it relates to alcohol and drug use and abuse; responsible for designing and coordinating phased treatment requirements with appropriate behavioral and mental health professionals.
3. Participates as an active team member of the HYWC and makes recommendations based on the bio-psychosocial, police records, etc., for appropriateness for Wellness Court to Hopi Tribal Prosecutor, Judge and Wellness Court team members; participates in routine HYWC staffings and related status hearings on a weekly or bi-weekly basis.
4. Maintains a client case load and coordinates services in accordance with accepted principles, methods and practices in the psychotherapy profession; maintains client cases from initial assessment/evaluation to placement in structured program/home if necessary or completion of therapy counseling; maintains an accurate/complete client case file in compliance with HYWC policies, applicable rules and regulations.
5. Collaborates and coordinates services with other behavioral health agencies, social service agencies, hospitals, residential home providers, courts, schools, employment agencies, clients family/relatives, etc., to implement service/treatment plans; conducts periodic follow up/monitoring visits.
6. Prepares and submits activity, narrative and statistical reports to the supervisor as needed in support of program operations.
7. Performs other related duties as assigned or authorized to achieve program and client goals and objectives.

**COMPLEXITY:** The work involves a variety of unrelated processes and methods in counseling and client assessments. The selection of appropriate casework methods and treatment techniques are based on circumstances requiring flexibility, refining and variations in approach. The incumbent initiates and develops service plans in compliance with established program regulations, policies, professional standards and appropriate tribal cultural values.

**SUPERVISION RECEIVED:** The incumbent is under general supervision and line authority of the Program Director and through consultation with the Supervisory Clinical Psychologist/Clinical Supervisor and the Substance Abuse Counselor Supervisor. The supervisor(s) make assignments by identifying and establishing objectives, standards, priorities and timelines. The incumbent plans and carries out assignments independently in accordance with policies and program requirements and consults with supervisor and other professional staff regarding difficult or complex cases. Completed work is reviewed and evaluated for effectiveness and efficiency in providing client services and in compliance with established program regulations, policies and objectives.

**PERSONAL CONTACTS:** Contacts are with employees within/outside the immediate work area, supervisor, participants, families, HYWC team, Tribal, Federal and State agencies/organizations and the general public. The purpose of these contacts is to exchange factual information, coordinate services, provide assistance and establish a network of resources. Contacts may be difficult because of the clients/individual's attitude or reluctance to supply information and the need to obtain complete and accurate information.

**PHYSICAL EFFORT & ENVIRONMENTAL FACTORS:** Work is performed in a standard office environment requiring normal safety precautions typical of office/meeting rooms and working around office machines/equipment; and occasionally in the community when conducting public meetings or training sessions. Work may at times extend beyond the normal eight (8) hour daily schedule. Extensive local and moderate off reservation travel is required.

### **MINIMUM QUALIFICATIONS:**

1. Required Education, Training and Experience:

A. Education : Bachelor's Degree in Psychology, Social Work, and Counseling or related Behavioral Health Sciences field;

AND

- B. Experience : Two (2) years related work experience maintaining a client caseload for individual/group psychotherapeutic assessment and counseling;

OR

- C. Any equivalent combination of Education, Training and Experience, which demonstrates the ability to perform the duties of the position.

2. Required Knowledge, Skilled and Abilities:

A. Knowledge:

Knowledge of therapeutic assessment tools, i.e., Substance Abuse Subtle Screening Inventory (SASSI) and screening for depression, suicide, etc  
Considerable knowledge of the principles, techniques, and trends in psychology  
Considerable knowledge of the methods and techniques of providing psychotherapy and assessing human behavior  
Working knowledge of substance abuse therapy methods and techniques  
Knowledge of and appreciation for American Indian culture and tradition in the application of mental and physical healing  
Knowledge of the socio-economic and cultural environment of the Hopi Reservation

B. Skills:

Excellent skill in verbal and written communications to prepare correspondence, narrative and statistical reports and conduct presentations and training  
Excellent skill in psychological and social case management, related assessments and psychotherapy  
Excellent skill in human/public relations  
Excellent skill in leadership  
Good skill in case management

C. Abilities:

Ability to identify, assess and evaluate socio-psychological problems of adults, adolescents and children  
Ability to keep strict confidentiality of client information and records  
Ability to prepare and maintain required reports and statistical records  
Ability to manage stress and handle difficult situations  
Ability to establish and maintain professional working relationships with others

**NECESSARY SPECIAL REQUIREMENTS:**

1. Must complete & pass the pre-employment screening in accordance with Hopi Tribal Policy.
2. Possess or be able to obtain within one (1) year of employment, a valid Arizona State License for Certified Counselor and Certification as an Addiction Counselor.
3. Must have no felony convictions.
4. Must not have been convicted of misdemeanors at the local, state or federal level within the past twelve (12) months of application.
5. Must not be on probation.

**DESIRED REQUIREMENT:**

1. Speak and understand the Hopi Language.
2. Must have a strong desire and interest to work with the population of this job classification.

**CONDITIONAL APPOINTMENT:**

Depending on the needs of the position, some incumbents of this class may be required to possess a valid Arizona Driver's License and complete/pass the Hopi Tribe's Defensive Driving Course.

REVIEWED BY: \_\_\_\_\_  \_\_\_\_\_ 5-17-07  
Department/Office Hiring Authority Date

APPROVED BY:  \_\_\_\_\_ 05-17-07  
Personnel Director Date

Hourly – Sensitive: Range 38  
01/2006(nfp)